

SECOND SHIFT DAY: FRIDAY, FEB. 10, to THURSDAY, FEB. 16, 1961

SUPERVISOR'S PROGRAM LECTURE

I. ENTIRE WEEKS PROGRAMMING

- A. Daily programs
- B. Special, once a week programs, their broadcast time and who produces them
- C. Station switching procedure, differences from your own day.
- d. Special coverage of all Sunday programming
- E. Prestige programs
 - Dust, Retch, Cby R, the MAT, ATB
 - Personnel for above and how selected

Note: this should entail some preparation on your part. Try to discuss the content of special programs and why we feel them important, ie function they serve etc. Have heelers rotate calling of personnel on shift days to further familiarize them with their own day. They need only know personnel for special and prestige programs outside their own day.

ENGINEERING LECTURE

I. REVIEW CR I

They may be getting sick of this but by the end of this week they should be completely familiar with everything in here except remote and taping procedure. Make sure this job is done.

II. Review BASIC engineering in CR II for all who are uncertain or who have not engineered in this room on Saturday. Make sure this is down cold.

III. AFTER above is accomplished introduce heelers to the important features of the CR II console which extend beyond minimal record show requirements.

- a. Air Cue;
- b. Monitor
- c. audition
- d. White output switches
- E. Channel system (simplified as possible)
- f. Program pots
- g. Remotes and Utility amps and pots

QUIZ ON above + Announcing and running Saturday show

All basic engineering

All Programming, particularly your day

Exec Comm.

All phases of business dept and heeler sales requirements

Please report quiz rankings on report sheets with individuals performance related to group. ie first out of ten 1/10 etc.

Add personal subjective comments on report forms where appropriate

THIRD SHIFT DAY: FRIDAY, FEB. 17, to THURSDAY, FEB. 23, 1961

I. SUPERVISOR'S PROGRAM LECTURE

A. Review programming as necessary

B. Review setting up of logs

Colors on main board

Signing etc.

Abbreviations (these were not given in heelers mtg)

C. Continuity books, et racks etc.

Process of checking continuity, checking flicks,
providing missing cont. and removing dated stuff.

From now on two or more heelers should be assigned job of
checking all continuity on the shift day. Rotate weekly so
they all know it.

II. ENGINEERING

A. Complete review of CR II to date.

do not include:

Tape recorders and all connected trivia

Remote procedures

Comp Amp etc

Fm readings etc

sig on and off procedure

Cover entire console, rack and patchboard with these exceptions.
Introduce RED patches but do not bother with special
impedance patches. They are somewhat gassed by all this
so take it slow and be thorough. Try to formulate problems
to be solved.

QUIZ: at your discretion

Basic announcing and programming

Business requirements and procedures

Business dept. functions and all subsidiary officers and duties

All Programming

Ivy Network

Continuity Dept, functions, procedures connected, how to write cont.

Operations Management, Duties of Cpr. Dir. , How logs are set up,
organized & processed.

All CR I and II engineering to date, excepted topics are listed
above